

## Updated Ad for City Administrator

December 7, 2015

The City of Tiffin is seeking a City Administrator. Requirements are as follows:

- High attention to detail and able to handle multiple tasks at the same time
- Must have excellent communication skills and dealing with the public in professional manner
- Attends meetings with the Mayor or as the official City Representative for events on nights and weekends in the absence of the Mayor
- Attends Council meetings two times a month and council committee meetings
- Hours may be flexible
- Oversees maintenance of City and buildings and property
- College graduate with a Bachelor's Degree or higher. Degree in the studies of Public Administration, Business Management, Political Science, or similar field preferred. Previous years of work experience may be substituted for each year of a degree.
- Full job description will be available on the city website or copies at City Hall.

Send resume, with cover letter and salary requirement to Mayor, Aaron D. Montz, 51 E. Market Street, Tiffin, OH 44883. Or you may fax this information to 419-448-5410 – NO PHONE CALLS PLEASE.

All information needs to be received by December 14<sup>th</sup>, 2015.

EOE

Submitted by:

Debra A. Reamer  
City Administrator